How to Change/Update Your Password
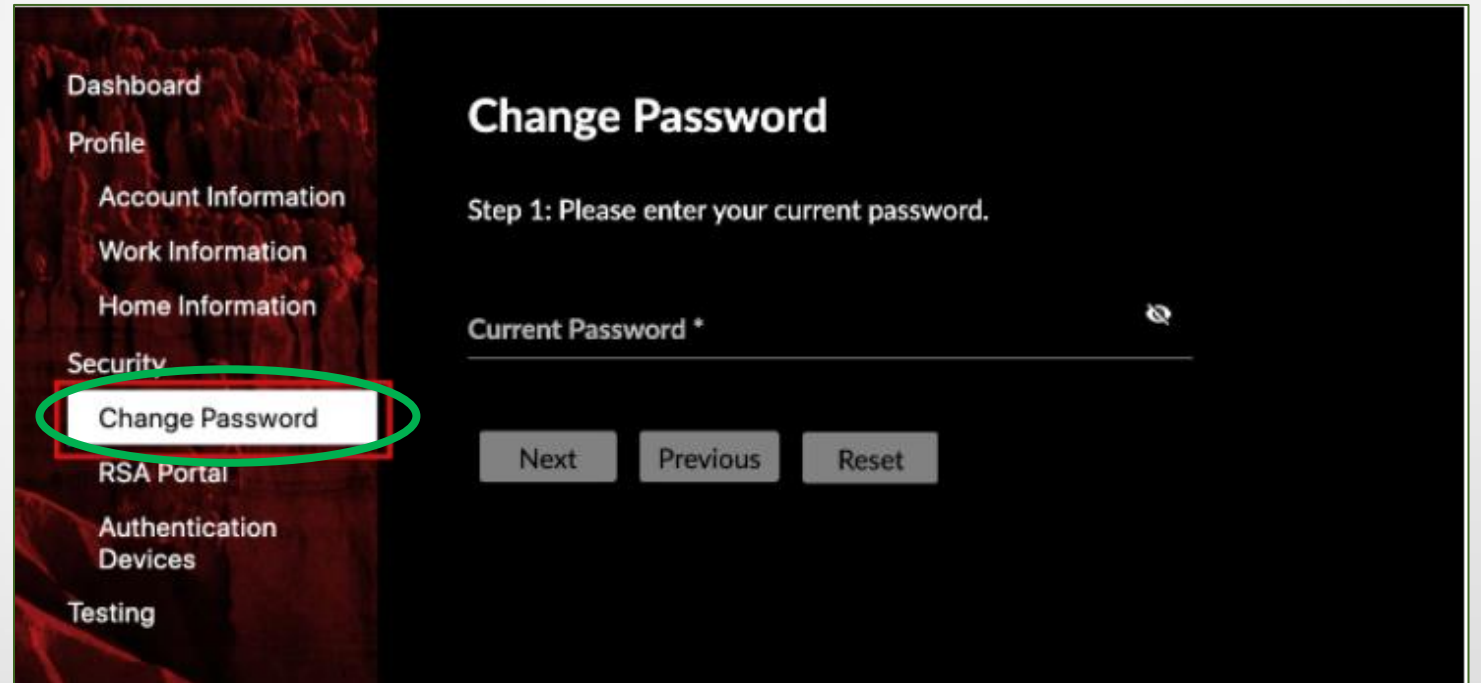
How to Reset Your Password If You **DO** Know Your Current Password

1- Log in to your account by typing: https://id.utah.gov/

2-Enter your user name or email address

3-Enter your password
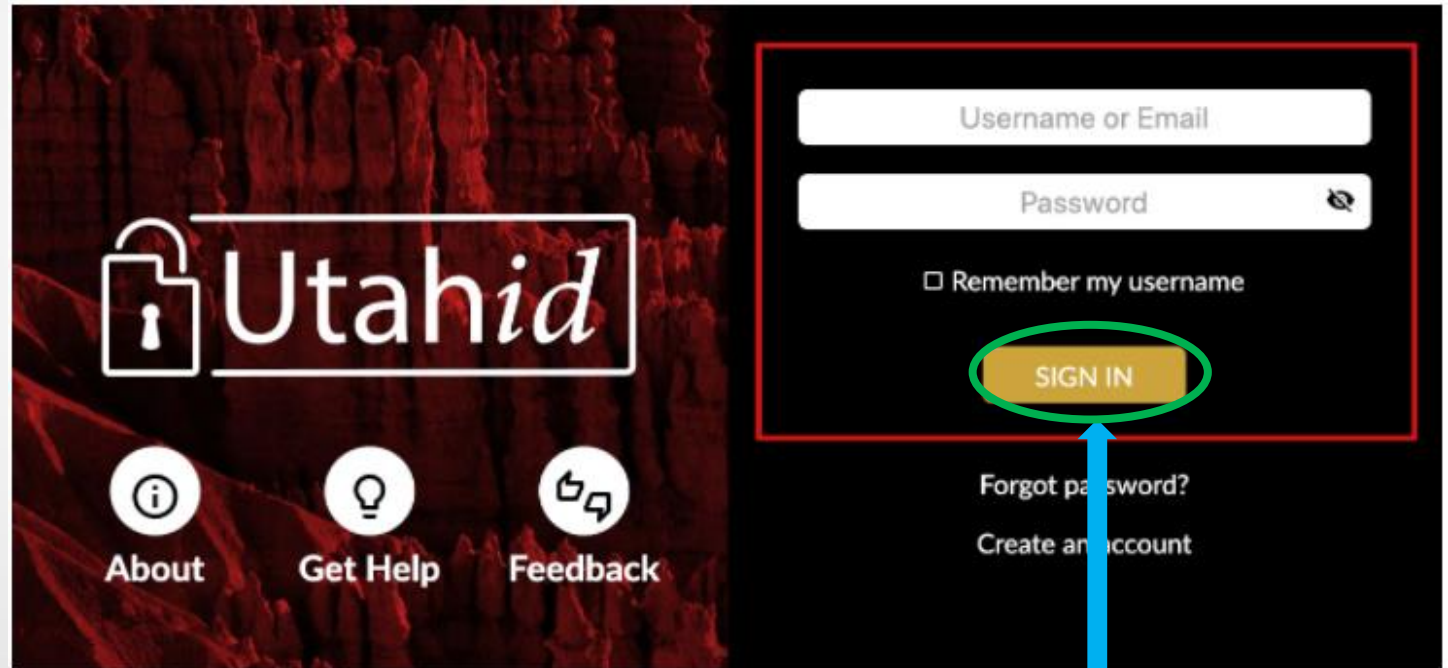
Click 'Sign In'

4-Click on Change password

5- Type in your current password

Click 'Next'

4

6- Type in your new password

7- Confirm New Password
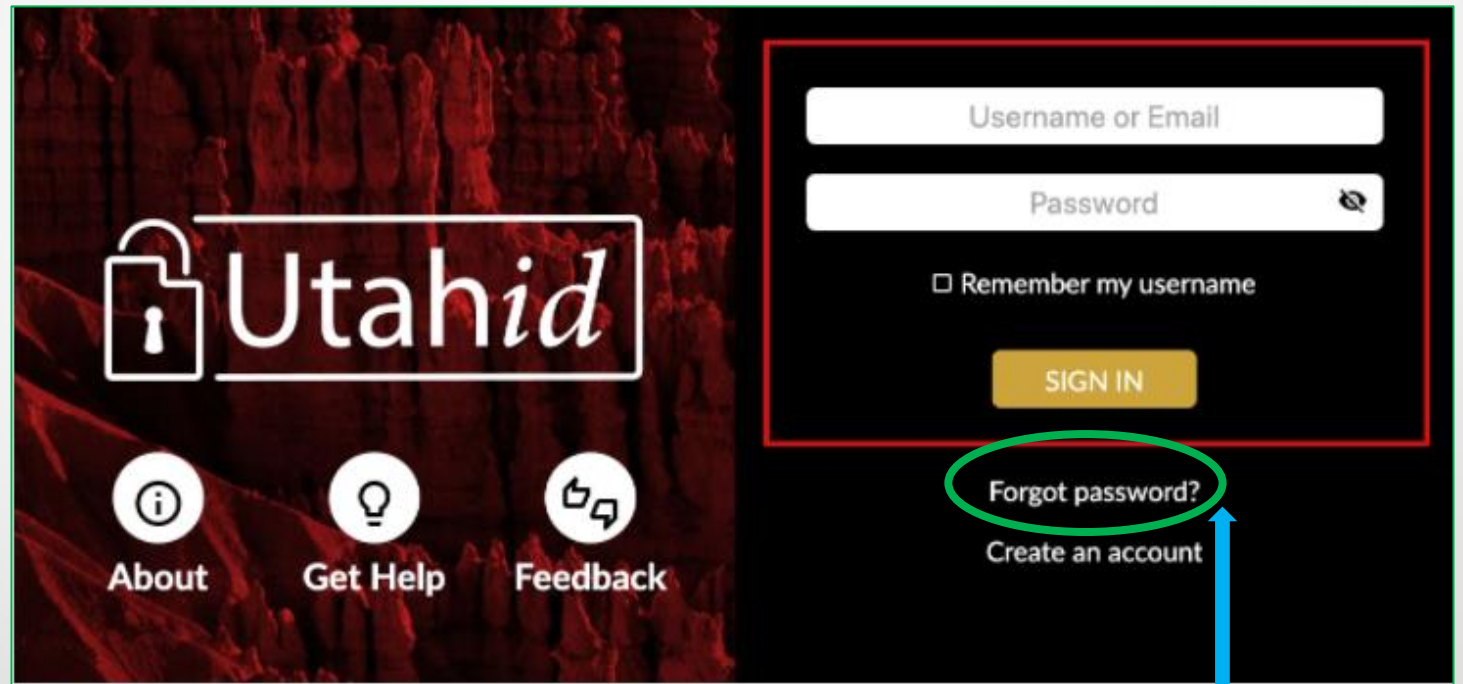

Select 'Save'

How to Reset Your Password If You **DO NOT** Know Your Current Password

1- In your web browser type in : https://id.utah.gov/

Click 'Forgot Password'

2-Enter your Utah ID username or email address

3-Enter your last name

*** if you do not know your Utah ID username or email address, please call technical services at 801.538.5770 for assistance*
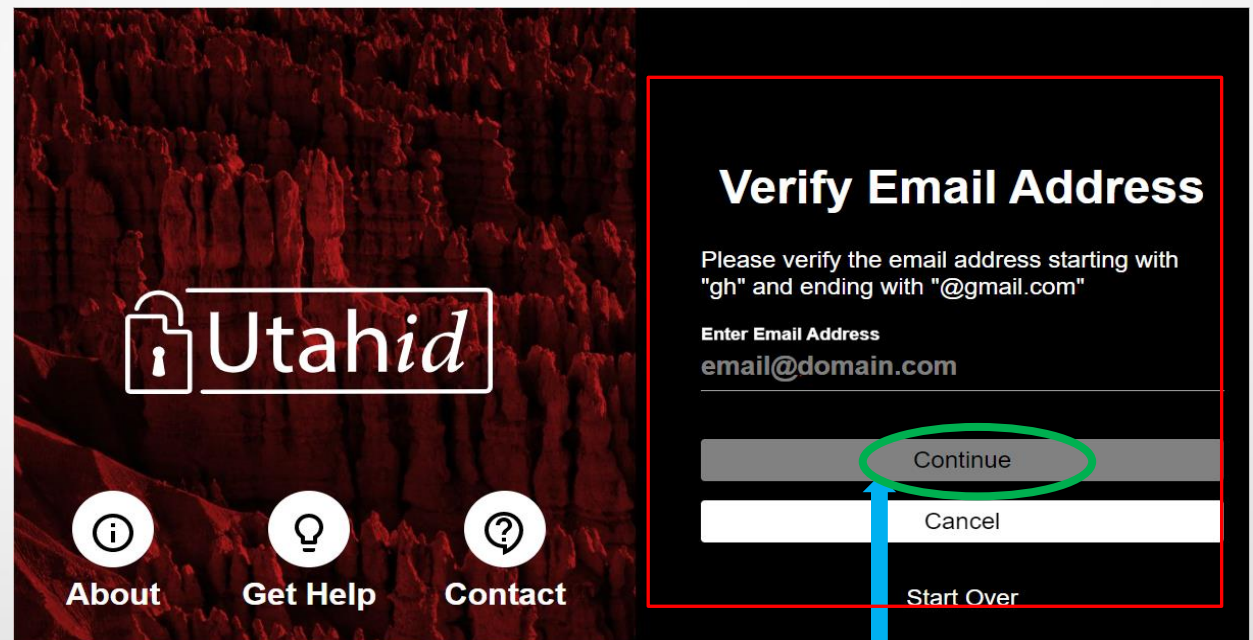

Click 'Continue'

4- Verify your email address if you set up this method as your method of contact during your UtahID creation

* if you do not know the email address you used, please call technical services at 801.538.5770 for assistance

Click 'Continue'

5- Enter your mobile number if you set up text via mobile as your method of contact during your UtahID creation

*** if you do not know the mobile number you used, please call technical services at 801.538.5770 for assistance*

Verify Mobile Number

Please verify phone number ending in "55"

Enter Phone Number
555-555-5555

Continue

Cancel

Start Over

Click 'Continue'

Security Code

A code has been sent to

Security Code

Submit

Try Another Option

Resend Code

Start Over
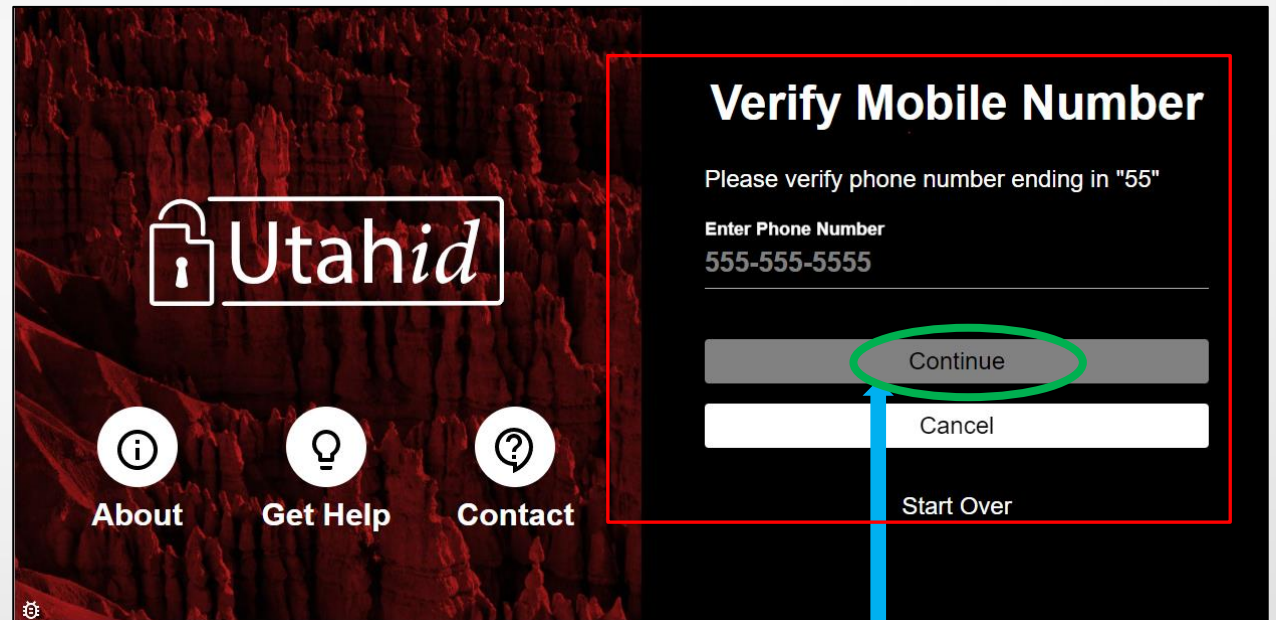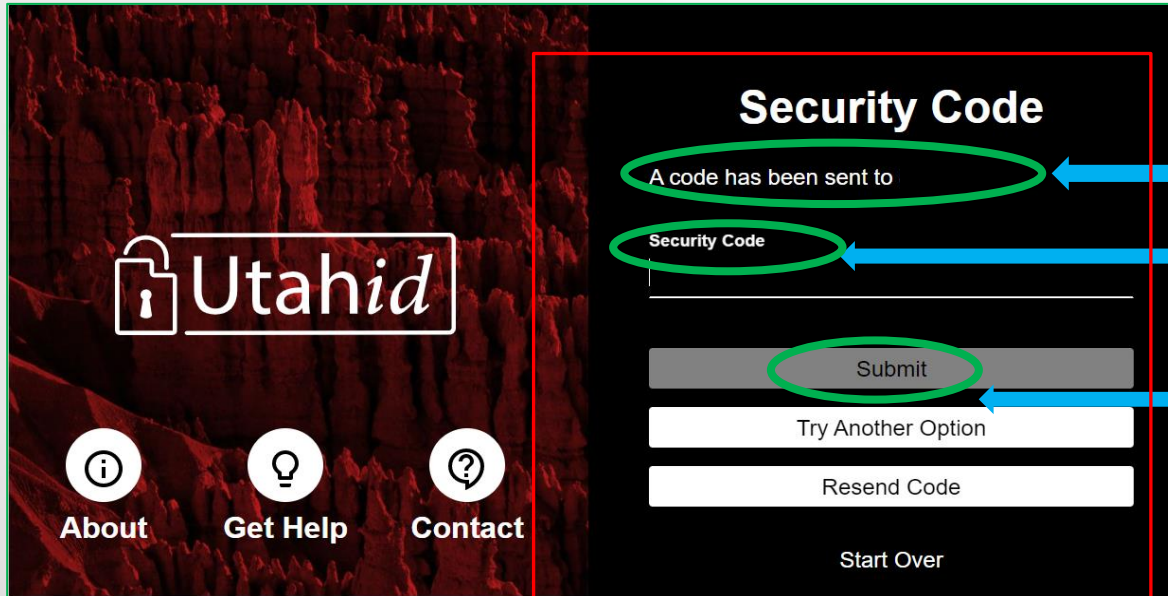
Your mobile # or email address will appear here

Enter your security code here

Click Submit

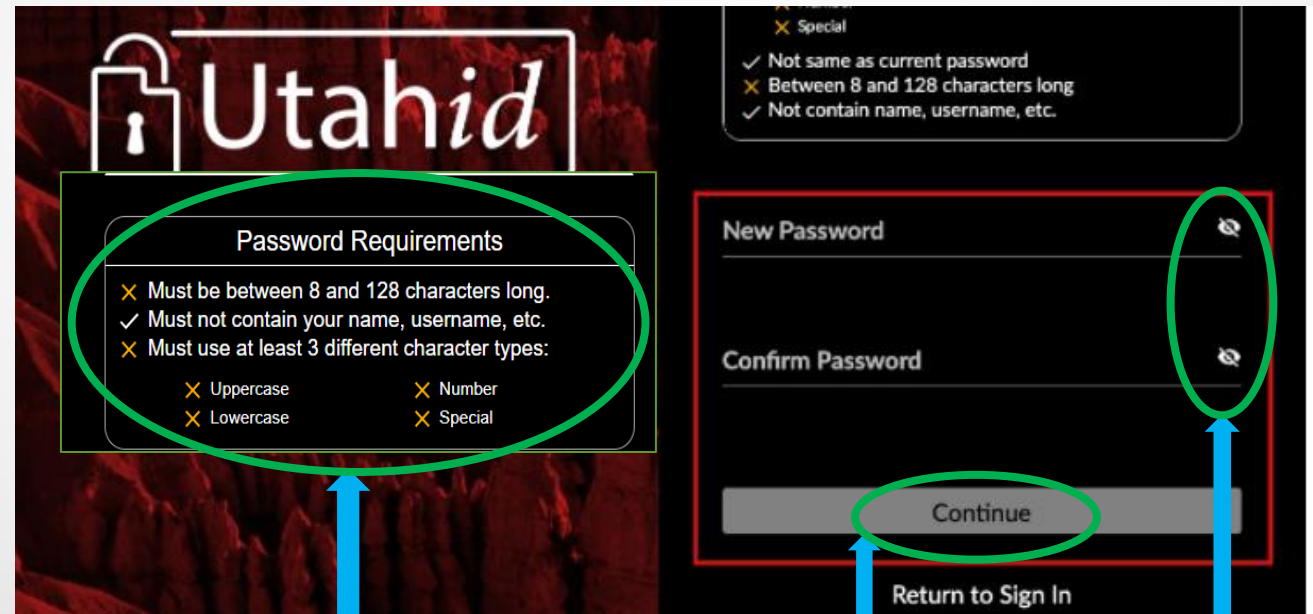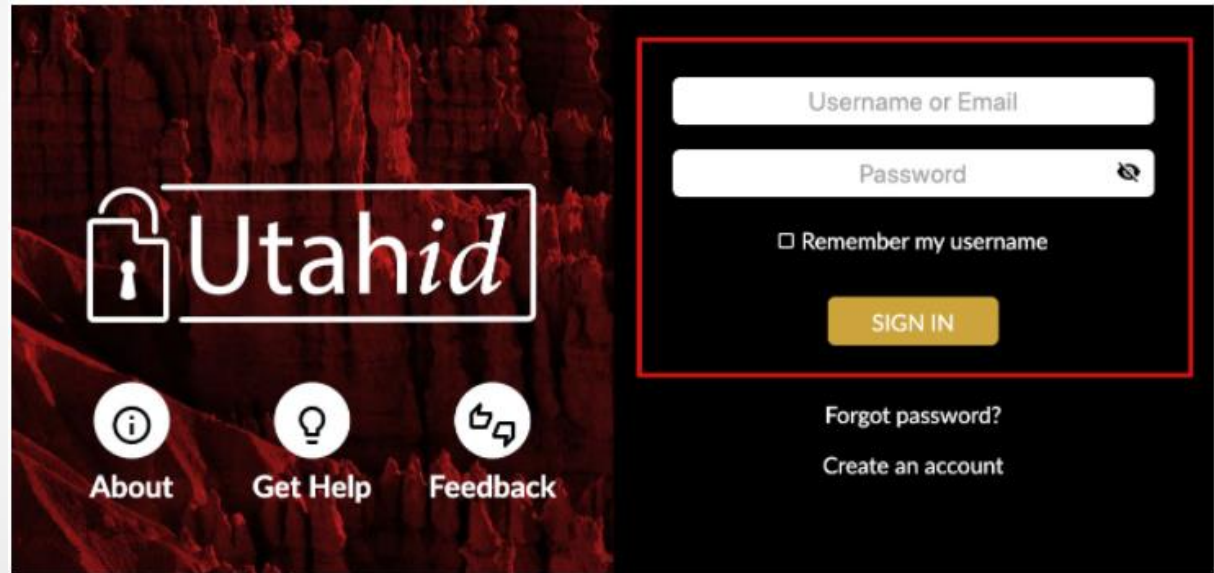6-Type in your new password

7- Confirm Password

Password Requirements Policy

Click 'Continue'

Click here to view your password

8- Your password is reset now

9- Login by typing your username and new password

Password Expiration Policy

- Your password will expire after 90 days

- Approximately 1-2 weeks before your 90-day password expiration, you will receive a reminder email or text

- Follow the link in the email or text and change your password
  - If you prefer, you may follow the instructions from slide #2 to 5 to change your password

Your email or text will look like this

Warning - Your UtahID Password is about to Expire

Utah-ID <NoReply@utah.gov>

Your Name

Please change your password before this date to avoid losing access.
To change your password, use the UtahID account maintenance page at https://login.utah.gov/user/password
Also, to ensure you are able to successfully recover access to your account if you forget your new password. Please check your account's information at https://login.utah.gov/user/account.
Please enter either an 'Alternate Email Address' and/or a 'Cell Phone Number'.

For help with changing your password, view the instructions posted here https://login.utah.gov/user/help/ChangePassword.html

For help updating your contact information, see the instructions posted here https://login.utah.gov/user/help/CheckPasswordRecovery.html

Thanks,
The DTS Desktop Support and UtahID Teams.

For YouTube video instruction click the hyperlink below:

Password Reset/Recovery

https://idhelp.utah.gov/password-reset-recovery.html

For additional information/ assistance contact

Controlled Substance Database(CSD)

801-530-6220
csd@utah.gov

CSD FAQs